

SIGN PERMIT APPLICATION

Complete wall sign or freestanding sign information below. If both types of signs are proposed, complete a **SEPARATE** application for each type. Drawing and filing fee must be submitted with application.

Note: Per Section 3.8 of the Town of Garner Unified Development Ordinance (UDO), merely applying for a sign permit does not constitute approval to manufacture, erect or construct a sign. Per Section 7.5 of the Town of Garner Unified Development Ordinance (UDO) – Sign Regulations an approved sign permit must be issued prior to a sign being constructed in the Town of Garner.

OFFICE USE ONLY		
Permit Number: _____	Date: _____	Receipt: _____

1. Business Name: _____ Contact: _____
Address: _____ City, State, Zip: _____
Phone: _____ Fax: _____ Email: _____

2. Sign Contractor: _____ Contact: _____
Address: _____ City, State, Zip: _____
Phone: _____ Fax: _____ Email: _____

Sign Features	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Illuminated	<input type="checkbox"/> Single-faced
	<input type="checkbox"/> Wall	<input type="checkbox"/> Non-Illuminated	<input type="checkbox"/> Double-faced

WALL SIGN INFORMATION

This application must be accompanied by the following:	
1. A scale, color drawing of the sign face, providing all dimensions, method of support/attachment, type of materials to be used, 2. A drawing of the building showing the location of the sign and its relationship to roof lines and overhangs.	
Total square footage of building front: (linear feet _____ x height _____ = total)	
Total square footage of all existing signage: _____	Area of proposed signage: _____

FREESTANDING SIGN INFORMATION

This application must be accompanied by the following:	
1. A scale, color drawing of the sign face, providing all dimensions, method (in detail) of construction and type of material to be used,	
2. A plot plan to scale showing sign location and distance from the street right-of-way,	
3. A sketch of the plant bed with name, quantity, and spacing of plants.	
4. FREESTANDING SIGNS REQUIRE AN ENGINEERING SEAL IN ORDER TO ASSURE THE SIGN CAN WITHSTAND 100 MPH WINDS.	
Height (ground to top): _____	Total square footage of sign: _____
Total square footage of landscape area (must be ½ the height x width, minimum of 50 square feet): _____	

MASTER SIGN PLAN INFORMATION

Sign permits for Master Sign Plans require an approval letter or signature on the proposed graphic drawings from the design review representative of the project.	
Name of Master Sign Plan: _____	Location: _____
Design Review Signature: _____	Date: _____

OFFICE USE ONLY

Comments: _____	
Planning Department Approval: _____ Comments: _____	Date: _____
Inspections Department Approval: _____ Comments: _____	Date: _____